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Approved For Release 2003/11/04 : CIA-RDP80B01676R003400120002-2

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Executive Registry
61-8738

2 November 1961

MEMORANDUM FOR: Acting Director of Central Intelligence

SUBJECT: HR [] Separation of Surplus Personnel

1. This memorandum contains a recommendation in paragraph 2 for approval by the Acting Director of Central Intelligence.

2. Our experience during recent weeks in working with the Office of Personnel and others on HR [] indicates that some clarification of the language of that Regulation might better indicate the intent of the Regulation and give clearer guidance to those participating in the Surplus Personnel Program. Accordingly, in coordination with the Office of Personnel we have re-drafted paragraph c. of HR [] which sets forth the procedures to be followed and believe this redraft, which is attached, will give the guidance needed. No substantive change is involved, and the actual processing of the Program will continue as before but we hope somewhat more rapidly. I recommend that these clarifying changes be published at the earliest opportunity.

S/ Lawrence R. Houston
LAWRENCE R. HOUSTON
General Counsel

Att-Draft amendments to []

CONCURRENCE

151

Deputy Director (Support)

2 NOV 1961
Date

The recommendation in paragraph 2 is approved

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FORM NO. 237
1 APR 55

Replaces Form 30-4
which may be used.

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